

## Finance Directorate Job Risk Assessment

<b>Name(s) of Risk Team Members:</b> A. Gray, P. Ferrara, M. Hobson, L. Sinatra, S. Mouzakes, C. Buck, K. Fox, DJ Greco	<b>Point Value → Parameter ↓</b>	1	2	3	4	5
<b>Job Title:</b> <b>Office Work</b>	<b>Frequency (B)</b>	≤once/year	≤once/month	≤once/week	≤once/shift	>once/shift
<b>Job Number or Job Identifier:</b> JRA-01-Office Work						
<b>Job Description:</b> General Office Work such as computer work, filing, operating office machines, attending meetings	<b>Severity (C)</b>	First Aid Only	Medical Treatment	Lost Time	Partial Disability	Death or Permanent Disability
<b>Training Procedures List (Optional):</b>	<b>Likelihood (D)</b>	Very Unlikely	Unlikely	Possible	Probable	Multiple
<b>Approved by:</b>						
<b>Stressors:</b> Stressors that were quantified in the ratings below include: Work patterns that may include long hours, deadlines, high volume of work; Work environment where lighting and ventilation may impact work quality and comfort.	Reason for Revisions (if applicable):			Comments:		

			Before Additional Controls							After Additional Controls						
Job Step / Task	Hazard	Control(s)	Stressor	# Of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Control(s) Added to Reduce Risk	Stressors	# Of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	% Risk Reduction
Computer work (typing/mouse), desk work; phone use; scanning documents, opening mail	Repetitive motion injuries	Ergonomic reviews of the work station design by SME as needed, adjustable chairs, ergonomically designed keyboards and mouse; alternating tasks, work breaks, keyboard and mouse wrist cushions	N	1	5	3	2	30								
	Eye strain	Proper lighting, anti-glare screens; ergonomic reviews of the work station design by SME as needed; adjustable chairs; alternating tasks and work breaks	N	1	5	2	2	20								
	Neck or back strain from static posture	Ergonomic reviews of the work station design, adjustable chairs; work breaks, alternating tasks, speaker phones, head sets, cushions as appropriate	N	1	5	3	2	30								

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Manual office tasks – filing, copy machine, calculators, hole punches, staplers, sorters, collators, printers, label makers, and similar office equipment, light manual lifting of office supplies, water bottles and equipment; filing paperwork in cabinets and storage boxes, use of hand tools.	Neck or back strain/injuries from lifting, pushing, pulling, holding, carrying	Work breaks, alternating tasks, proper lifting techniques, back safety training, use of carts; slip-resistant shoes; use of hand trucks and dollies; limit storage on upper shelves; store heavy items below shoulder height.	N	1	4	3	2	24								
	Cuts and abrasions, punctures, finger injuries	Tier 1 inspections, Padded sharp edges, furniture design, safe tool design	N	1	5	2	2	20								
	Falls on same level, falls from step stools; Slip and trips. Moving light equipment.	Housekeeping, maintenance of floor/work surfaces, Tier 1 inspections, clearance in aisle-ways, mats on slick flooring; step stools with anti-skid features	N	1	5	2	3	30								
	Electrical hazard-shock	Proper grounding of equipment, limited use of extension cords; NRTL equipment; Tier 1 inspections	N	1	5	2	1	10								
Walking to parking lots, in hallways, and in offices	Falls to same or lower level	See JRA-02-Walking	-	-	-	-	-	-								
Using elevators in other buildings	Falls to same level	See JRA-02-Walking	-	-	-	-	-	-								

<b>*Risk:</b>	<b>0 to 20</b>	<b>21 to 40</b>	<b>41-60</b>	<b>61 to 80</b>	<b>81 or greater</b>
	<b>Negligible</b>	<b>Acceptable</b>	<b>Moderate</b>	<b>Substantial</b>	<b>Intolerable</b>